

**Position Announcement  
USAID Bureau for Global Health  
Office of Population and Reproductive Health**

**Position Title:**       **SENIOR POLICY ADVISER  
Office of the Director  
USAID/GH/PRH**

**Appointment:**       **Foreign Service Limited**

**Salary Range:**       **FS-1 (\$103,947 – 135,136)**

**Work Location:**     **USAID/GH/PRH  
Ronald Reagan Building  
1300 Pennsylvania Ave, NW  
Washington, DC 20523**

**Application:**       **Email detailed cover letter and c.v. No Later Than COB June 3, 2005 to GlobalHealthJobs@msn.com**

**Duration of Assignment:** **Five years from date of hire, as a Foreign Service Limited Appointment**

**Position:**

The Senior Policy Adviser is a key member of the Office of Population and Reproductive Health's (PRH) Front Office team and plays a critical role in coordinating legislative and policy responses and initiatives for the Office. He/she helps ensure that these responses and initiatives are coherent, technically well-informed, consistent with the laws, policies, and norms guiding the Agency and the Office, and appropriate to family planning/reproductive health (FP/RH) program implementation in developing countries. The Senior Policy Adviser helps to build and maintain a wide range of relationships and networks both inside and outside the Agency, which are essential to achieving policy consensus and creating a supportive environment for USAID's family planning and reproductive health program.

**Primary responsibilities:**

The Senior Policy Adviser, working under the direct supervision of the Office Director and Deputy Director(s), will:

Coordinate responses to new and ongoing legislative and political issues and policy-related inquiries from Congress, other parts of government, and external organizations, working together with senior Office and Bureau for Global Health (GH) leadership, the Bureau for Legislative and Public Affairs (LPA), General Counsel's Office (GC), Bureau

for Program and Policy Coordination (PPC), and others as necessary. Facilitate preparations for Hill briefings, draft Q&As, position papers, and testimony, etc.

Contribute to development of Agency policy statements and guidance documents for family planning assistance, working closely with relevant counterpart staff in GC, LPA, PPC, and regional bureaus as needed.

Play a lead role in coordinating actions necessary for PRH and Agency compliance with legislative and executive requirements (e.g., Tiahrt, Helms, Mexico City Policy).

Serve as principal day-to-day liaison with the State Department Office of Population; help in monitoring Agency follow-up to ICPD, ICDP+5 and 10, and other international development goals.

Collaborate closely with the Front Office Senior Technical Adviser for Communications and other Front Office staff in all aspects of communications and outreach to outside groups involved in legislation and public affairs, including preparation of educational materials and reports for public dissemination.

Prepare and supervise drafting of speeches, briefing materials, policy memoranda, and analytical reports for senior USAID officials for both internal and external use.

Supervise and mentor Population Reference Bureau Fellow and other junior staff in the Front Office.

Contribute to and provide backstopping in other selected areas in line with special interests or areas of expertise, such as individual countries, technical working groups, multilateral agencies (e.g., UNFPA), or coordination with other donors.

### **Qualifications:**

Master's or higher level graduate training in social or policy sciences, with specific relevant background in demography, public health, economics, law, and/or international affairs.

Minimum of 5 years (prefer 8-10) relevant experience in communications, analysis, and/or research related to population, family planning and reproductive health policy, as well as familiarity with key actors in the policy arena; knowledge of and experience with current issues in policy and program implementation affecting USAID's FP/RH programs in developing countries.

Demonstrated superior oral and written communication skills, capacity to work in teams, and ability to work effectively under tight deadlines.

Willingness and ability to travel to developing countries up to 2 weeks/trip for a total of 4-6 weeks/year.

Foreign language proficiency, e.g., Spanish or French, preferred.

**Employment Information:**

This position is offered as a Foreign Service (Limited) appointment. FSL appointments are for five years. Generous benefits include Thrift Savings, Life Insurance, Federal Employee Health Benefits, Mass Transit discounts, Health Care and Dependent Care Flexible Spending Accounts, sick and vacation leave, etc.

**Application:** Interested candidates should apply on or before the June 3, 2005 deadline via email to: [GlobalHealthJobs@msn.com](mailto:GlobalHealthJobs@msn.com) Application materials consist of a letter and a resume, sent via email in email attachments in MSWord or as PDF files. The letter should be addressed "To Whom it May Concern" and should make specific reference to this position (Senior Policy Advisor, Office of Population and Reproductive Health). The letters should be sufficiently detailed so that the committee reviewing the candidates will be able to make an initial assessment of the candidate's qualifications for the position and understanding of the assignment. Candidates should take care to include contact information (email, phone, or fax) so that they can be contacted for interview. Telephone inquiries will not be accepted.